

**RULES
OF
THE TENNESSEE BOARD OF REGENTS
STATE UNIVERSITY AND COMMUNITY COLLEGE SYSTEM OF TENNESSEE**

INSTITUTIONAL STUDENT HOUSING RULES

**CHAPTER 0240-4-4
MIDDLE TENNESSEE STATE UNIVERSITY
STUDENT HOUSING RULES**

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0240-4-4-.01 HOUSING REGULATIONS.

- (1) A residence hall is a densely populated community composed of citizens having divergent interests, habits, and tastes. The University is committed to the concept that residence halls should provide an atmosphere conducive to both living and learning, where, in a spirit of cooperation and consideration for others, students may live, study, and relax together.

Authority: T.C.A. §49-8-203. **Administrative History:** Original rule filed June 11, 1990; effective September 26, 1990. Amendment filed July 14, 1992; effective October 28, 1992. Amendment filed May 18, 1994; effective September 28, 1994. Amendment filed July 3, 1996; effective November 28, 1996. Amendment filed November 26, 1997; effective March 30, 1998.

0240-4-4-.02 ELIGIBILITY.

- (1) Full-time students enrolled at the University for the fall or spring semester shall be eligible to reside in the residence halls during their period of enrollment. Part-time students shall be eligible to reside in residence halls on a space available only. Students who drop below full-time during the academic year should not assume that they will be released from the obligations of the license agreement.
- (2) Only full-time juniors, seniors, and graduate students, unless otherwise specified, shall be eligible to reside in J and K Apartments.

Authority: T.C.A. §49-8-203. **Administrative History:** Repeal of all rules by Public Chapter 261; effective July 1, 1983. New rule filed April 28, 1983; effective July 13, 1983. (Formerly 0240-4-4-.01 renumbered as 0240-4-4-.02 filed June 11, 1990; effective September 26, 1990.) Amendment filed February 28, 2000; effective June 28, 2000.

0240-4-4-.03 RESIDENCE HALL CONDUCT AND DISCIPLINARY SANCTIONS.

- (1) Noise and Quiet Hours. The primary aim of Housing and Residence Life is to maintain an atmosphere conducive to the pursuits of resident's academic goals, and to provide an opportunity for uninterrupted study and rest. Courtesy hours are in effect 24 hours a day. Unnecessary noise, from whatever the source, must be discontinued upon request. Quiet hours are in effect from 9 p.m. until 9 a.m. every day. Students who show a disregard for quiet hours may have their license agreement cancelled and/or be restricted from living or visiting in the residence halls. Strict quiet hours will be in effect 24 hours a day for the three day prior to the beginning of final exams and will continue through the end of the exam period.

(Rule 0240-4-4-.03, continued)

- (2) Noise and quiet hours. The primary aim of University Housing and Residence Life is to maintain an atmosphere conducive to the pursuits of residents' academic goals, and to provide an opportunity for uninterrupted study and rest. Courtesy hours are in effect 24 hours a day. Unnecessary noise, from whatever source, must be discontinued upon request. Quiet hours are in effect from 9:00 p.m. until 9:00 a.m. everyday. Students who show a disregard for quiet hours may have their license agreement cancelled and/or be restricted from living or visiting in the residence halls. Strict quiet hours will be in effect 24 hours a day for the three days prior to the beginning of final exams and will continue through the end of the exam period.
- (3) Safety and Maintenance Inspections. Residents' rooms may be inspected periodically by residence hall staff to determine compliance with safety, health and maintenance standards. Notice will be given prior to these inspections. Residents who fail to comply with safety, health and maintenance standards may be subject to disciplinary action.
- (4) Use of Security Doors. Some halls are equipped with security doors which may be used to exit from the residence hall between the hours of 7:00 a.m. and 10:00 p.m. At no time should they be propped open. The safety and security of residents is compromised if these doors are used after 10:00 p.m.
- (5) Residence Hall Staff. All residence hall staff members are considered institutional officials and as such are empowered to issue directions to any student, guest, or visitor. Failure to comply with the legitimate directions of a staff member in any residence hall or at any residence hall sponsored event will result in appropriate disciplinary action.
- (6) Cooking. Students living in single or family student housing apartment dwellings are encouraged to make full use of the cooking facilities that are provided. Students living in residence halls are permitted to use approved microwave ovens, popcorn makers, and electric coffee pots. As mandated by the University Safety Manual, all other electrical cooking appliances may not be operated in residence hall rooms.
- (7) Radios, Televisions, and Musical Instruments. Radios, televisions, and musical instruments may be used in residence halls. However, if the noise disturbs other residents, the volume must be reduced upon request or the use of the items mentioned must be discontinued.
- (8) Overnight Guests. Overnight guests of the same sex are permitted if the following conditions are met:
 - (a) The guest is registered with the Residence Hall Director prior to staying overnight.
 - (b) The resident host informs the guest of residence hall regulations and accepts responsibility for the guest's conduct.
 - (c) Permission for a guest to stay more than two (2) consecutive nights must be obtained from the Director of Housing and Residential Life.
- (9) Prohibited Items. The following items are prohibited in residence hall rooms or single student apartments: personal air conditioners, ice boxes, unauthorized refrigerators, exterior aerials or antennas, heavy electrical appliances, personal stoves, extension cords, halogen lamps, candles, incense, firearms, explosives, fireworks, flammable liquids, slingshots, paint ball guns, "super soakers," dangerous chemical mixtures, pellet guns, B.B. guns, ammunition (which includes but is not limited to bullets, paint balls, pellets, and B.B.s) propelled missiles, alcoholic beverages, and illegal drugs or paraphernalia.
- (10) Residence Hall Lobbies. Residence Hall Lobbies are intended for use by occupants of the hall and their guests. Persons not using the lobby for the intended purpose, or those students creating a disruption, will be asked to leave. Some lobbies may be specifically designated a quiet study areas.

(Rule 0240-4-4-.03, continued)

- (11) Bicycles. Parking bicycles, mopeds, and motorcycles is not permitted in hallways, stairways, outside walkways, fire escapes, or lobbies of the residence halls. Bicycles may be kept in residence hall rooms providing they do not block entrances or exits. Bicycles found improperly parked or secured may be removed by University staff and impounded by the Public Safety Department.
- (12) Roofs and Ledges. Roofs and ledges of residence halls are off limits.
- (13) Firearms, Explosives, Fireworks, and Inflammables. The possession or use of firearms, slingshots, paint ball guns, "super soakers," explosives, fireworks, inflammable fluids, dangerous chemical mixtures, pellet guns, B.B. guns, propelled missiles, or ammunition (which includes but is not limited to bullets, paint balls, pellets, and B.B.s) is prohibited.
- (14) Fire Safety. The sounding of false fire alarms and tampering with fire fighting or safety equipment, including extinguishers, hoses, exit signs, and the alarm system is prohibited. Residents are responsible for safely evacuating the building immediately upon the sounding of an alarm or as otherwise directed by residence hall staff. Students failing to appropriately evacuate the building may be subject to disciplinary action.
- (15) Telephones Service. MTSU residence hall rooms have one touch-tone telephone line with two (2) jacks for which students provide their own telephone sets for telecommunication services. MTSU's responsibility for telephone repair extends only to the telephone line and/or jack and not to problems associated with the use of equipment which may be incompatible with the campus telephone system. This includes, but is not limited to, answering machines that use voice monitoring instead of a timer to control the recording of incoming calls and cordless telephones that may experience static, cross-talk, and wrong numbers dialed. The repair of a student's telephone set is the student's responsibility.
 - (a) Dialing Instructions. Listed below are basic dialing instructions for MTSU residential service. Additional dialing information can be obtained in the Telecommunication Services Handbook for Resident Students, copies of which are available from Telecommunication Services.
 - 1. Campus calls. MTSU campus calls may be made from the resident's room at any time without charge by dialing the University's 4-digit number.
 - 2. Local calls. Local calls may be made from the resident's room at any time without charge by dialing "9" and desired 7-digit local number.
 - 3. Long distance calls. The following long distance services are available from MTSU student residence telephone lines:
 - (i) Star 1 is a long distance dialing service offered by MTSU which enables student residents to make direct dialed long distance calls from their rooms and be billed by the University. There are no sign-up or minimum monthly usage fees for this service. University housing residents sign up for this service by contacting the Office of Telephone Services at 4636 or by coming by Keathley University Center 319 during posting hours.
 - (ii) Residents may use the services of any other long distance carrier if that carrier can provide the student access to their service through a local telephone number or 1-800 number. The access number(s) provided by the carrier must function from the Murfreesboro exchanges. Students using the services of another long distance carrier may not use their MTSU residence telephone number as the billing

(Rule 0240-4-4-.03, continued)

- number. The long distance carrier is responsible for rendering their own bill(s) to the students.
- (iii) Authorization codes. The unauthorized use of code numbers to place long distance telephone calls constitutes a theft of services and is in violation of both state and federal laws. Violations can result in suspension from the University or other disciplinary action. Users of personal long distance authorization card numbers should protect themselves from unauthorized use by keeping their billing numbers confidential. If the card is lost or stolen, the card holder should immediately notify the appropriate long distance card provider.
 - (iv) Collect calls. Long distance service is for outgoing calls only. Under no circumstances are individuals to accept incoming collect calls.
 - (v) Operator assisted calls (0+). Person-to-person, outgoing collect, and billed-to-third-number calls can be placed from University Residence Hall telephone lines by dialing 9 + 0 + area code + number. Charges for calls may be billed to phone company calling cards, some credit cards, third number, and collect.
 - (vi) Prepaid calling cards can be purchased from a vending machine near the Post Office in Keathley University Center. The prepaid calling card allows pre-purchase of \$5 to \$20 of long distance phone calls.
 - (vii) Pay phones are available at selected locations across campus. Locations are listed in the Campus Directory.
4. Telephone line repair. Any problems with the telephone lines should be reported to the appropriate hall director. MTSU's responsibility for telephone repair only extends to the line, not the student-provided instrument. Vandalism to any MTSU telephone equipment will be billed to the appropriate resident(s).
 5. Telephone number changes. Requests for telephone number changes for on campus students should be made to the Assistant Dean of Students after a non-release of directory information form has been filed.
 6. Voice Mail. Voice mail service is available for purchase by all students. Voice mail gives students their own personal voice mailbox to answer incoming calls when they are on another line or unavailable. This mailbox makes it easy to store and record messages with technology that is superior to that of an ordinary answering machine. To request voice mail, a Telecommunication Services order form must be completed and signed. Forms are available online at <http://www.mtsu.edu/~itdtele/students>, in the Telecommunications Building, Room 200, or at the Cope Administration Building, cashier windows.
 7. Caller ID. Caller ID service is available for purchase by resident students. MTSU Telecommunication Services provides the caller ID feature only. It is the responsibility of the student to obtain a telephone that will display caller ID information. To request caller ID, a Telecommunication Services order form must be completed and signed. Forms are available online at <http://www.mtsu.edu/~itdtele/students>, in the Telecommunications Building, Room 200, or at the Cope Administration Building, cashier windows.
 8. Private Telephone Line. Payment for a private telephone line includes caller ID and voice mail at no additional charge. The student is responsible for any long distance

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charges incurred on the private line. If a STAR1 authorization code is used to place long distance calls, the long distance charges will be billed monthly through the STAR1 long distance billing system. To request a private telephone line, a Telecommunication Services form must be completed and signed, and prepayment must be made. Forms are available online at <http://www.mtsu.edu/~itdtele/students>, in the Telecommunications Building, Room 200, or at the Cope Administration Building, cashier windows.

- (16) Non-Electric Pianos and Water Filled Furniture. No non-electric pianos, waterbeds or other water filled furniture, or other heavy objects are permitted in residence halls.
- (17) Students may submit requests for room changes with the Housing Office. Students moving out of or into a residence hall without having written authorization from Housing and Residential Life will be in violation of the housing contract. Changes within the building may be authorized by the area coordinator or designee. All changes are authorized on a space-available basis.
- (18) Soliciting Sales. Soliciting, canvassing, or the use of residence halls as a location for selling is prohibited unless written permission is granted by the Dean of Students.
- (19) Keys. Room or apartment keys are the property of the University and a student may not have duplicate keys made. Students who misplace their key and need access to their room should contact their residence hall front desk to be issued a temporary key. As a security precaution, students who lose their key will have their lock changed and the core replaced and will be charged the appropriate fee. Residents are not permitted to share or loan their keys to other persons.
- (20) Cooking. With the exception of single student apartments, no cooking is allowed in student rooms.
- (21) Insubordination. Any act of insubordination or failure to cooperate with the housing staff is grounds for the immediate termination of this contract.
- (22) Cable. Every room in the residence halls is equipped with basic cable service free of charge. Expanded basic and premium channels may be available at an additional cost and, if available, can be purchased directly from Comcast cable company. A cable ready television is all that is required to activate cable. Cable reception problems should be reported to the hall staff. The cable company reserves the right to discontinue services to residents who fall behind in payment for premium services or who tamper with cable equipment.

Theft of cable services is prohibited. Cable theft is the receipt of cable services without the express authorization of a cable television operator. Theft includes splitting cable wires or attaching a black box that can alter the cable equipment owned by the operator. Such action is prohibited in all residential facilities.
- (23) Smoking. Smoking is prohibited in all public areas (lobbies, hallways, community baths, classrooms, etc.). Smoking is prohibited in residence hall rooms unless the room has been designated as a smoking room by Housing and Residential Life. Each area may have a designated smoking location. Consult with hall staff for specific location.
- (24) Residents must share responsibility for maintaining a safe and secure residential community. Residents should keep their doors and windows locked any time they are out of the room, even for short periods of time. Residents who prop open wing or building doors may be subject to disciplinary action. All visitors to residence halls must enter/exit only from the main entrance/door of the building, unless special permission has been secured from the area coordinator. Residents leaving the building through locked security doors are responsible to ensure that the doors close to the locked position.

(Rule 0240-4-4-.03, continued)

- During holiday periods, doors and windows should be securely locked, and window shades should be closed. Items of value should not be left in a room over a holiday period. Any theft or losses should be reported to the Department of Public Safety. University Housing and Residence Life is not responsible for loss, damage, or theft of personal property. Residents and/or their parents are strongly encouraged to carry appropriate insurance to cover the potential theft, loss or damage of personal property.
- (25) **Computer Labs.** Computer labs are provided and selected areas for the use of on-campus residents. Users will be required to show appropriate identification and are also expected to comply with all computer lab guidelines.
- (26) **Pets.** No pets or animals of any kind are allowed in the Residence Halls or Family Student Housing Apartments, with the exception of fish contained in aquariums of no larger than 10 gallons. Residents may make appropriate arrangements for the care of fish during holiday or other break periods. Housing and Residence Life will not assume responsibility for feeding, cleaning or otherwise maintaining aquariums.
- (27) **Additional Housing Regulations.**
- (a) Commercial articles are not to be sold for private benefit in residence halls. Permission for any items to be sold by student organizations must be granted by the Dean of Students. Residents are requested to report instances of solicitation in residence halls to the Residence Hall Director.
 - (b) Intercoms are not to be used for private conversations. Permission must be secured from a member of the residence hall staff before making an announcement on the intercom.
 - (c) Barbells designed for use with one hand can be approved by the Residence Hall Director providing proper padding is furnished by the individual. A fully equipped weight training room is provided for students in the Murphy Athletic Center.
 - (d) No student may change rooms without the authorization of the Residence Hall Director. This is required to facilitate locating students in the event of any emergency.
 - (e) The use of candles, incense, grills or any other open flame device for any purpose is prohibited in the residence halls.
 - (f) University housing requires all residents to use mattress covers on their beds.
 - (g) There will be no more than a total of five (5) guests in a room at a given time except in cases where guests are members of the resident's immediate family.
 - (h) **Screens.** Window screens are installed for your safety and protection. Students are not permitted to remove or tamper with the screens at any time. Damage, removal, or tampering with window screens in any way will be assessed an appropriate replacement cost.
- (28) **Right of Entry.** The University reserves the right of entry into student's assigned living space for inspection, improvement, repairs, or housekeeping during reasonable hours, or at any time in case of epidemic or other circumstances of any emergency nature posing a threat of life, limb, health, or property.
- (a) **Data Service.** All residence halls have direct data access via Ethernet jacks. All residents using the MTSU data network must adhere to all provisions of the Computer and Network Acceptable Use Policy.
 - 1. Access is provided to enhance the learning environment and experience.

(Rule 0240-4-4-.03, continued)

2. Servers of any type are not allowed in the residence halls. This includes, but is not limited to: web, ftp, telnet, game, peer to peer, and file servers. Servers discovered in operation are subject to disconnection. Distributing copyrighted material without permission is not permitted, and may also result in suspension of network access as well as other sanctions.
3. Internet Protocol (IP) addresses are centrally assigned and may not be changed. To receive this address and other necessary configuration information the network card must be set to obtain address information automatically via Dynamic Host Configuration Protocol (DHCP). Computers attempting to circumvent this registration and assignment process are subject to disconnection.
4. Data network problems should be reported to Housing and Residential Life staff.

(29) Guidelines and Procedures for Housing Contract Violations

- (a) Students who violate residence hall policies, as outlined in both the Student Housing License Agreement and the Student Handbook, may be subject to the disciplinary processes of Housing and Residential Life, as well as other University disciplinary processes. The following guidelines are provided to assist students in understanding and responding to the Housing and Residential Life judicial process, including its use of incident reports, conduct violation referrals, judicial hearings, and judicial hearing forms. The imposition of sanctions for conduct violations resulting from incident reports filed with regard to housing infractions does not preclude additional hearing and sanctioning processes through the University through the University disciplinary process. Individual circumstances can determine varying levels of response, and sanctions can take into account the specific facts of each situation. By signing the MTSU Student Housing Agreement, a student agrees to support the rules and disciplinary procedures governing a living and learning community.
- (b) Responsibility for Administration.
 1. Coordinators or Assistant Area Coordinators in each of their respective areas. Where indicated, cases will be referred to the Associate Director for Personnel and Development. The Associate Director will be responsible for adjudicating all cases referred to her/him and applying the appropriate sanctions.
 2. The director will refer to the Assistant Dean of Student Life all cases which involve violations of general regulations of student conduct outlined in the Student Handbook. The director may elect to refer students to the Assistant Dean of Student Life for multiple violations of housing rules where inappropriate behavior persists or where other circumstances warrant such action.
 3. Cases are adjudicated from an incident report submitted to the area coordinator by a hall staff member, resident of the hall, or their administrator. Cases may also be adjudicated from incident reports provided by the Department of Public Safety. The resident is to schedule a meeting with the appropriate area coordinator as noted on the incident report.
- (c) Preliminary Review.
 1. A student alleged to have acted in violation of Housing Rules may be interviewed by the appropriate Housing official. During this interview, the student will be advised as to what Housing rules have allegedly been violated and will be given an opportunity to explain his or her version of the act or incident, or to otherwise refute the allegations.

(Rule 0240-4-4-.03, continued)

2. The Housing official will review the incident, taking into account the information provided by the student. A determination will be made and the student will be advised as to whether or not a disciplinary conference is warranted.
- (d) Disciplinary Conference.
1. Students who are subject to the imposition of sanctions will be accorded conference with the appropriate Housing administrator and/or Judicial Hearing Board. A preliminary conference may be converted to a disciplinary conference at the student's election.
 2. The following procedural protections will be afforded the student at and during the disciplinary conference:
 - (i) The student shall be advised of the breach of regulations for which he or she is charged;
 - (ii) The student shall be given an opportunity to call witnesses or present other evidence on his or her behalf.
 - (iii) The student may be accompanied by an advisor of his or her choice.
 3. Acknowledgment of Violation. At the conclusion, the student will sign the "Judicial Hearing Disposition form" acknowledging the violation and accepting the sanction imposed. The decision of the hearing officer is final.
- (e) The Housing and Residential Life Judicial board is comprised of residential students selected by residents and administrators. The Judicial Board is charged with serving as an impartial hearing body to effect dispositions of violations of residence hall policies. The Judicial Board meets weekly and is authorized to hear disputes involving community damage charges, as well as minor infractions including noise, trash, and visitation violations. Students may request that these violations be heard by the Judicial Board, or the housing administrator who conducts the preliminary review may refer a case to the Judicial Board. Students who have their cases heard by the Judicial Board will be notified at the preliminary review with regard to the time and location of their hearing. If the student fails to attend the hearing and is unable to provide an acceptable excuse, the hearing may be held in his/her absence.
- The Judicial Board has the authority to impose any sanctions except relocation or cancellation of the Housing License Agreement. The decision of the Judicial Board in these cases shall be final. The Judicial Board may recommend relocation or cancellation of the Housing License Agreement to the Director of Housing and Residential Life.
- (f) Multiple Violations. Residents involved in multiple violations of Housing rules will be referred to the Director of Judicial and Leadership Programs and may be assigned additional sanctions or have their Housing agreement cancelled. In addition, the Director of Judicial and Leadership Programs may elect to refer the student to the Assistant Dean of Student Life for disposition pursuant to the University disciplinary process.
- (g) Affect of Non-Cooperation. A student who fails to cooperate, ignores, or otherwise does not respond within twenty-four (24) hours after receiving an incident report will be issued a Failure to Comply Notice. If the student does not respond within another twenty-four (24) hours to make an appointment, the Director of Judicial and Leadership Programs will initiate action for possible cancellation of the Housing agreement and removal of the student from University Housing.

(Rule 0240-4-4-.03, continued)

- (h) Failure to Comply with Sanctions. It is expected that all sanctions will be completed within the time frame given in writing to the student. Failure to comply with sanctions in a timely manner will result in a meeting with the Director of Judicial and Leadership Programs. the Director of Judicial and Leadership Programs may give a written extension if such is deemed appropriate or may impose additional sanctions. The student may be placed on Housing Probation and will be notified that a second failure to comply may result in cancellation of his/her housing license agreement.
- (i) Possible Sanctions. The list below is not intended to be exclusive and individual circumstances may indicate that the imposition of other sanctions would constitute a more appropriate response.
 - 1. Restitution may be required in situations which involve destruction, damage, or loss of property, or unreimbursed medical expenses resulting from physical injury. When restitution is required, the student or student organizations is obligated by the appropriate housing authority to compensate a party or parties for a loss suffered as a result of the violation(s). any such payment in restitution shall be limited to actual cost of repair, replacement, or financial loss.
 - 2. Housing Probation. The appropriate housing official may notify the student that continuation or repetition of specified conduct may be cause for cancellation of the housing agreement.
 - 3. Work Hours. A student may be required to perform specified tasks or services to the University under the supervision of a University official.
 - 4. Assigned Task. A student may be assigned a task (such as a written paper, project, or presentation) which relates to the offense.
 - 5. Community Impact Statement. A student may be required to write an explanation of his or her behavior and reflect upon how such behavior negatively affects other residents in the community. The student will also be required to meet with the appropriate Housing official to discuss his or her behavior.
 - 6. Involuntary reassignment. A student may be involuntarily moved to another residence hall if warranted by his or her behavior.
 - 7. Cancellation of License Agreement. A student's license agreement is cancelled and the student must vacate his/her place of residence within 48 hours of notification.
- (30) Violators Subject to Discipline. All violators of these rules and regulations shall be subject to appropriate disciplinary action. Additionally, any occupant of a residence unit who fails to comply with the terms or conditions of the Residence Hall Agreement or any rule, regulation, policy, or procedure incorporated herein by reference could have this agreement terminated by the institution and possession of the premises taken after the occupant has been given notice to vacate the premises within twenty-four (24) hours.
- (31) Card Access Systems. All students are expected to carry and swipe their own student identification (ID) card to enter residence hall buildings with an installed card access system. Students who experience difficulty using their ID card to gain entry to a building should contact their residence hall front desk. As a security precaution, students who lose their ID card should report the loss to their residence hall front desk and the ID Office. Residents are not permitted to share or loan their ID card to other persons.

(Rule 0240-4-4-.03, continued)

Authority: T.C.A. §49-8-203. **Administrative History:** Repeal of all rules by Public Chapter 261; effective July 1, 1983. New rule filed April 28, 1983; effective July 13, 1983. Amendment filed January 31, 1986; effective April 15, 1986. Amendment filed April 30, 1987; effective July 29, 1987. (Formerly 0240-4-4-.01 renumbered as 0240-4-4-.03 filed June 11, 1990; effective September 26, 1990.) Amendment filed April 23, 1993; effective July 28, 1993. Amendment filed May 18, 1994; effective September 28, 1994. Amendment filed July 3, 1996; effective November 28, 1996. Amendment filed November 26, 1997; effective March 30, 1998. Amendment filed February 18, 1999; effective June 28, 1999. Amendment filed February 28, 2000; effective June 28, 2000. Amendment filed August 29, 2000; effective December 29, 2000. Amendment filed January 11, 2002; effective May 31, 2002. Amendment filed September 6, 2002; effective January 28, 2003. Amendment filed August 11, 2004; effective December 29, 2004. Amendments filed June 28, 2005; effective October 28, 2005. Amendment filed January 16, 2007; effective May 31, 2007.

0240-4-4-.04 RESIDENT RESPONSIBILITY. Rooms and Public Area Damages. Residents are responsible for their rooms and room furnishings. All residents will complete a Room Inventory when they establish occupancy. Damages occurring during their period of occupancy beyond normal wear will be assessed to the individual(s) responsible as will unusual cleaning charges. Furnishings must not be removed from the room or public areas without the authorization of the Hall Director. Pictures and other materials may be posted on walls within student rooms using a non-defacing adhesive. No nails or screws may be driven into any wall. The resident(s) responsible will bear the cost of repair or replacement for damaged or misplaced furnishings. Cost for damages or loss occurring in the public areas of a building will be shared equally by all residents responsible for that area of the building when the damage or loss cannot be attributed to specific individuals. A minimum damage charge of \$1.00 per occurrence will be assessed to each resident.

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0240-4-4-.05 VISITATION POLICY.

Visitation Policy. In recognition of various and differing preferences of students regarding the visitation of guests of the opposite gender, each residence hall community is given the opportunity to determine visitation hours within the following guidelines:

- (1) Students who wish to reside in a restricted visitation community in which no guests of the opposite gender are allowed at any time may make a request for assignment to a restricted visitation area at the time of their application for housing. Every effort will be made to honor requests for assignment to a restricted visitation area. The restricted visitation status of an area is not subject to change by vote of the residents. Restricted visitation areas may encompass a floor, wing, or individual room, depending on the number of requests received.
- (2) Visitation hours in non-restricted visitation areas will be determined by vote of the residents. Visitation hours may not begin earlier than 12:00 p.m. and may not extend beyond 12:00 a.m. on Fridays and Saturdays. Opposite gender visitors are required to check in at the front desk or other designated area and must be escorted at all times. Visitors are not to loiter in the residence halls nor are they permitted in community restrooms on the floor(s). If escorted at all times by the host, visitors are permitted in TV lounges and study rooms.
- (3) Visitation hours will be established at the beginning of the fall semester by a simple majority of residents voting. Visitation hours chosen will be effective through the end of the academic year (spring semester). Visitation hours prior to the vote will be 12:00 p.m. until 12:00 a.m.

(Rule 0240-4-4-.05, continued)

- (4) Regardless of the specific visitation hours selected by vote of residents in a particular hall, visitors will be permitted in rooms only with the permission of the other occupants of the room. Interference with other occupant's privacy, use and enjoyment of the room will not be allowed.
- (5) Visitation hours during summer sessions will be 12:00 p.m. to 12:00 a.m., Sundays through Thursdays, and 12:00 p.m. through 2:00 a.m. on Saturdays and Sundays. Where possible, requests for restricted visitation assignments and roommate requests will be honored.
- (6) It is each student's responsibility to be aware of the visitation hours/policy for the hall he/she is visiting. Failure to comply with the visitation rules may result in disciplinary action.
- (7) A register will be maintained at each residence hall front desk that has twenty-four (24) hour staff. Residents having guests of the opposite gender are responsible for seeing that their guests provide identification and sign the register when entering and leaving the hall as directed by residence hall staff.
- (8) Each guest must be escorted from the lobby to the room he or she is visiting and from the room back to the lobby by the host or hostess. Guests are not to wander in the residence halls nor are they permitted in community restrooms on the floor(s). If escorted at all times by the host or hostess, guests are permitted in TV lounges and study rooms.
- (9) Room checks may be made any time during visitation by residence hall personnel. Violations of Visitation Guidelines will be reported to the appropriate area coordinator of the participating hall. Disposition of such cases will be treated in the same manner as other violations of University regulations.
- (10) There will be no more than a total of five (5) guests in a room at a given time except in cases where guests are members of the resident's immediate family.
- (11) Residents and guests must be properly attired in apparel suitable for class or street wear.
- (12) Any student who violates visitation policies may lose subsequent visitation privileges, as well as incur other disciplinary action.
- (13) Visitation regulations apply to all guests regardless of gender.

Authority: T.C.A. §49-8-203. **Administrative History:** Repeal of all rules by Public Chapter 261; effective July 1, 1983. New rule filed April 28, 1983; effective July 13, 1983. Amendment filed June 11, 1990; effective September 26, 1990. (Formerly 0240-4-4-.04 renumbered as 0240-4-4-.05 filed June 11, 1990; effective September 26, 1990.) Amendment filed April 23, 1993; effective July 28, 1993. Amendment filed November 26, 1997; effective March 30, 1998. Amendment filed February 28, 2000; effective June 28, 2000. Amendment filed January 11, 2002; effective May 31, 2002. Amendment filed January 16, 2007; effective May 31, 2007.

0240-4-4-.06 HOUSING AGREEMENT TERMS AND CONDITIONS.

- (1) The term of a residence hall housing agreement is for the full academic year (fall and spring semesters).
- (2) Period of Agreement
 - (a) A student who enrolls in the University for the Fall Semester and who signs a housing agreement agrees to reside in on-campus housing for both the Fall Semester and the Spring Semester provided he/she enrolls in the University during both semesters.

- (b) Agreements entered into any time after the actual opening of the Fall Semester or Spring Semester continue in effect until the close of the academic year under the same conditions.
- (3) Please refer to the housing license agreement for applicable policies concerning deposits, cancellations, and refunds. Perspective students should request a copy of the license agreement from Housing and Residential Life.

Authority: T.C.A. §49-8-203. **Administrative History:** Repeal of all rules by Public Chapter 261; effective July 1, 1983. New rule filed April 28, 1983; effective July 13, 1983. (Formerly 0240-4-4-.05 renumbered as 0240-4-4-.06 filed June 11, 1990; effective September 26, 1990.)

0240-4-4-.07 REPEALED.

Authority: T.C.A. §49-8-203. **Administrative History:** Repeal of all rules by Public Chapter 261; effective July 1, 1983. New rule filed April 28, 1983; effective July 13, 1983. (Formerly 0240-4-4-.06 renumbered as 0240-4-4-.07 filed June 11, 1990; effective September 26, 1990.) Amendment filed April 23, 1993; effective July 28, 1993. Amendment filed May 18, 1994; effective September 28, 1994. Amendment filed November 26, 1997; effective March 30, 1998. Repeal filed February 18, 1999; effective June 28, 1999.

0240-4-4-.08 SPECIAL REGULATIONS APPLICABLE TO PARTICULAR HOUSING FACILITIES.

- (1) Student Family Apartments on the campus of Middle Tennessee State University are for the use of full-time students with a spouse and/or a dependent child or children who will reside on campus with the full-time student. A student does not have to attend school during the Summer Sessions, provided the student enrolls full-time the following semester. A one bedroom apartment will be assigned to a family unit no larger than five (5). Please refer to the Family Student Housing Agreement for specific policies regarding use of dwelling, terms of payment, refunds, and termination of occupancy.
- (2) Student's Responsibilities.
 - (a) Aid in Maintenance. Students shall assist and cooperate with the University in the care and maintenance of the premises, and shall report promptly to the Married Housing Office any breakage, damage, or need for repair of the dwelling unit, facilities, or equipment therein. Students shall not adjust or tamper with any mechanical equipment.
 - (b) Alterations by Students. Students shall make no alterations, changes, repairs, remodeling, or painting of the premises. Students shall use no screws or nails on the premises.
 - (c) Entry. The students shall permit the duly authorized agent, employee, or representative of the University to enter without notice any part of the dwelling unit during reasonable hours for the purpose of inventory, maintenance inspections, improvements, or repair to any part of such dwelling unit.
 - (d) Transfer or Subletting Units. Students shall not transfer possession, lease or sublet the premises nor give accommodations to roomers, boarders, or lodgers, and any attempted assignment or subleasing shall be void without the written consent of the University.
 - (e) Rubbish, Garbage, and Waste. Students shall deposit garbage, rubbish, and other waste in a manner prescribed by the University and laws and ordinances covering the use of the premises. At no time are garbage bags or cans permitted in breeze ways. Examples of other items not permitted in breeze ways include, but are not limited to, boxes, furniture, and appliances.
 - (f) Responsibilities.

(Rule 0240-4-4-.08, continued)

1. The student shall be responsible for the care and preservation of all University-owned movable equipment, furniture and furnishings provided in the dwelling. Transfer of furniture between apartments or removal from the complex is prohibited.
 2. Each student agrees to pay the University immediately upon demand, for any and all damages to the premises, including but not limited to damages to exterior or interior walls, ceilings, floors, windows, doors, locks, hardware, plumbing fixtures, cabinets, shrubbery, lawn, appliances, fixtures and furnishings of the unit and its surrounding premises, if such damage is caused by an act or failure to act by the student, guests, or invites of the student.
- (3) Students shall submit to the University, upon request, signed statements or other required documents setting forth the pertinent facts concerning their household composition and student status. The University may reexamine such information periodically for the purpose of determining the right of continued occupancy.
- (4) General Regulations Pertaining to Community Welfare.
- (a) Speed limits on Housing streets shall be observed as posted. Cars and motorcycles shall be parked only in such manner and in such areas as may be designated by the University. There shall be no parking on sidewalks, lawn areas, or breeze ways. Motorcycles may not be stored in any apartment at any time.
 - (b) Construction. No outdoor construction of any kind is allowed without prior written consent of the University.
 - (c) Disease. Students will report immediately to the University any infectious or contagious disease occurring within the apartment housing.
 - (d) Disturbances. Students shall not conduct or permit in their apartments loud parties or activities or in any manner create disturbances which would cause annoyance or discomfort to other residents. Students will not permit the premises to be used for illegal purposes.
 - (e) Fire Hazards. Students shall permit no combustible material to be kept on the premises and shall take every precaution to prevent fires. Fire escapes shall be kept clear of all items and shall be used in case of emergency only. Students will not store or lock anything on or immediately adjacent (within two (2) feet) to electrical meters or conduit from these meters leading into the apartments.
 - (f) Guests. Residents may host overnight guests of the same sex but must contact the Family Housing Office and give locator information about their guest(s). All guests staying more than two (2) consecutive nights must fill out a visitor's card and secure permission from the Family Housing Office. Residents are responsible for the conduct of their guests. Overnight guests of the opposite sex are not permitted unless they are members of the resident's immediate family.
 - (g) Heating. Students shall not use any facilities for heating except those provided without prior written consent of the University.
 - (h) Laundry and Dishwashing Machines. Laundry and dishwashing machines shall not be installed, stored, or used in the apartment in the University's complex.
 - (i) Premises. Students shall maintain premises, including their yard, in a neat and orderly condition. No refuse, loose paper, cans, bottles, etc., shall be permitted to accumulate outside or underneath dwelling units.

(Rule 0240-4-4-.08, continued)

- (j) Signs. Students shall display no signs, placards, or banners of any type in or about the premises.
- (k) Storage. Storage of all household or personal property outside of dwelling units shall be in such manner as prescribed by the University. Students shall not store items in attics, on breezeways, or underneath dwelling units.
- (l) Television Antennas and Radio Aerials. Students shall not connect television antennas, or radio aerials in University housing.
- (m) Pianos and Water Beds. No pianos or water beds or other heavy objects will be permitted in the premises.
- (n) Supervision of Children. Parents, legal guardians, and babysitters are responsible for providing appropriate care and supervision for children in their care and are responsible for the conduct of such children while the children are on Family Student Housing and MTSU campus grounds. Children under 12 years of age must be accompanied by a parent, guardian, or other adult while on the Family Student Housing playground or in the Family Student Housing Center.
- (o) Alcohol and Drugs. No alcoholic beverages, illegal drugs, or drug paraphernalia are permitted on the campus of Middle Tennessee State University. Empty alcohol containers (including but not limited to bottles, cans, and kegs) may not be used for display purposes in any residence hall room or apartment.
- (p) Business. Students shall not pursue any business on the premises.
- (q) Firearms. No firearms of any type may be stored within or adjacent to the apartment housing area.
- (r) Soliciting. Solicitors or other salesmen are not allowed access to the premises except with permission from the University. Students are requested to notify the Family Student Housing Office of violations of this rule.
- (s) Miscellaneous. Students shall not shake, clean or hang any bedclothes, rugs, mops, dust cloths, etc. from windows or on doors and shall not climb on roofs.
- (t) Parking. Parking areas within Family Student Housing are reserved for the residents of Family Student Housing. All FSH residents are required to purchase an appropriate parking decal from Parking and Transportation. In addition, an FSH sticker, available from the FSH office, must be affixed to the parking permit obtained from Parking and Transportation. FSH stickers are limited to two per apartment. Unauthorized vehicles and/or abandoned or immobile vehicles may be cited and/or removed at the owner's expense.
- (u) Removal of Personal Property. In the event a student resident 1) withdraws from classes at the University, 2) has his or her license agreement terminated, or 3) is otherwise relocated (from building to building, from room to room, from side to side, or within the designated area assigned), the University shall have the right to remove the student resident's personal property and store the belongings. Notice will be given to the student resident and shall be deemed appropriate when delivered by hand or sent to the student's University address (campus box or email) and/or permanent address (postal). This notice will take effect three (3) days after any hand-delivery or six (6) days after the date of mailing. Packing and storage shall be at the expense of the student resident, and the University shall not be responsible for any personal property, which is lost, stolen, or damaged during packing or storage. Stored items may be held up to thirty (30) days before disposal.

(Rule 0240-4-4-.08, continued)

- (5) Representations and Waivers. Neither the University nor its agents or employees have made any representations or promises with respect to any part of the premises or dwelling units other than as set forth herein. The failure of the University to insist, in any one or more instances, upon the observance of any of the terms shall not be considered as a waiver or relinquishment of such terms in any other instances, but the same shall continue in full force and effect. The University reserves the right to make such other rules as may be deemed appropriate or necessary for the safety, care, and cleanliness of the premises, and for securing the comfort and convenience of all students.

Authority: T.C.A. §49-8-203. **Administrative History:** Repeal of all rules by Public Chapter 261; effective July 1, 1983. New rule filed April 28, 1983; effective July 13, 1983. Amendment filed January 31, 1986; effective April 15, 1986. Amendment filed July 29, 1986; effective October 29, 1986. (Formerly 0240-4-4-.07 renumbered as 0240-4-4-.08 filed June 11, 1990; effective September 26, 1990.) Amendment filed July 14, 1992; effective October 28, 1992. Amendment filed April 23, 1993; effective July 28, 1993. Amendment filed November 26, 1997; effective March 30, 1998. Amendment filed February 18, 1999; effective June 28, 1999. Amendment filed February 28, 2000; effective June 28, 2000. Amendment filed August 11, 2004; effective December 29, 2004. Amendment filed January 16, 2007; effective May 31, 2007.

0240-4-4-.09 MISCELLANEOUS.

- (1) Housing Assignment. The University reserves the right to make all assignments and to make any assignment changes or transfers considered necessary. Assignments are made by date of application without discrimination by reason of race, age, religion, or national origin. In the event accommodations assigned are destroyed by fire, flood, etc., and the University does not furnish other accommodations, the contract shall terminate and the fee will be refunded on a prorated basis. Special living/learning programs may include specific additional criteria for participation/assignment.
- (2) Check-in. Students may move into assigned living space by reporting to the check-in location during the dates and times specified in their agreement. Unless previous arrangements have been made, anyone who fails to check-in during the specified dates and times will forfeit their original room assignment. Students who fail to check-in to their building and who also fail to enroll in classes by the late registration deadline will forfeit their prepayment and the license agreement will be voided. An enrolled student who fails to check-in to the building, but who has not been granted an approved license agreement release will remain subject to the financial obligations incurred by signing the license agreement.
- (3) Check-out. Each student must check-out, in person, with the Head Resident or his designee at the end of each semester and turn in the room key. His/her room must be clean, and all personal property must be stored or removed.
- (4) Responsibility for Personal Property. The University does not assume any legal obligation to pay for the loss or damage to items of personal property of residents which occurs in its buildings or on its grounds. Students or their parents are encouraged to carry appropriate insurance to cover such losses. Housing and Residential Life assumes no responsibility for property left in rooms after check-out and/or hall closing, and will dispose of any items found in rooms after the occupant has checked out in compliance with the "Uniform Disposition of Unclaimed Property Act", T.C.A. §66-29-103, et. seq. Where applicable, additional charges for cleaning the room or removing abandoned items may be assessed to the occupant's student account.

Authority: T.C.A. §49-8-203. **Administrative History:** Repeal of all rules by Public Chapter 261; effective July 1, 1983. New rule filed April 28, 1983; effective July 13, 1983. (Formerly 0240-4-4-.08 renumbered as 0240-4-4-.09 filed June 11, 1990; effective September 26, 1990.) Amendment filed November 26, 1997; effective March 30, 1998. Amendment filed February 18, 1999; effective June 28, 1999.